Instruction Pages for Completing the
Section 508 Accessibility Plan and Other Questions
Required by the
Indiana Information Technology Oversight Commission

Purpose

The purpose of the Plan is to describe how your agency intends to meet the requirements of the Assistive Technology Standards Policy (ITP 02-1), required in IC 4-23-16. The Policy requires affected agencies to meet the Federal Section 508 Accessibility Standards for all electronic and information technology used by the public and state employees with disabilities.

General

Prepare your responses to the questions listed in the two areas below. The first part is your plan for addressing your non-compliant Web pages that are accessed by the public. The second part asks questions about other non-compliant information technology products used by the public or by state employees with disabilities.

A set of frequently asked questions and other documents are available at:
http://www.in.gov/webmasters/accessibility

I. Web Page Conversion Questions

A. Plan Strategy

Describe how you will address each of the following:
1. Your overall effort.
    a) Who will lead the 508 compliance effort? (name, title, phone & e-mail)
    b) Who will lead the Web clean-up effort? (name, title, phone & e-mail)
    c) To whom does that person report? (give that person's name and title)
    d) Will any staffing or organization changes be needed?
    e) Who will educate the agency on the need to comply with the new Policy?

2. Your plans for producing new, compliant pages,
    a) Who has access rights to your site or the number with such access.
    b) How will you avoid adding non-compliant pages to your Web site?

3. Your plans for checking existing pages for compliance problems.
    a) How will you check for non-compliant pages? (Options depend on your site's size, available staff and software resources.)
    b) Who will do the checking?
    c) How will you prioritize your Web work? Possible options might be:
        ?? the entire site all at once,
        ?? the most popular (highest hit) pages,
        ?? pages that are of most interest to your disabled audience,
        ?? by folder or feature,
        ?? by a specific number of levels deep from your main home page,

?? by file type (HTML, PDF, other), or
?? a combination of the above.

4. Your plans for fixing non-compliant pages.
   a) How will you prioritize your work? (Your method may resemble the process used in 3.a.)
   b) How will staff be allocated to this phase? (Will they be assigned specific areas of the Web site? Will they be given production quotas?

5. Indicate the amount of staff resources that will be devoted to fixing your Web site.
   a) Show the number of staff x hours / week each will spend on fixing, OR
   b) List the agencywide number of FTEs that will available.
   c) If the resources will change over time, describe how and why.

B. Plan Milestones
Provide information in the following format:

Milestone	Target Date

C. Existing Web Page Count
1. Provide the number of Web pages on your Web site.
2. Explain how and when you obtained the number.

D. Staff Resources
Show the amount of staff resources to be assigned to your fixing tasks in any of the following manner.
1. Number of staff times the number of average hours each will work per month.
2. Number of FTE's to be assigned to the fixing effort.
3. Indicate any substantial changes anticipated over time.

II Information Technology Products
(used by the public or by state employees with disabilities)

A. Who is responsible for replacing non-compliant IT products?
   (name, title, phone & email)
B. To whom does that person report?
   (give that person's name and title)
C. Plan Milestones

Address any non-accessible products used by the public or by employees with disabilities.

Provide information in the following format:

Non-compliant IT Products[1]	Location[2]	Replacement Date[3]	Alternative Access Until Replacement[4]

1. Potential non compliant IT products are software applications and operating systems, telecommunications products (e.g., teletypewriters (TTY), integrated voice response (IVR)), video and multi-media products (e.g., television, VCR, video camera, DVD), self-contained products (e.g., copiers, calculators, fax machines, kiosks), and desktop and portable computers. List any that apply.
2. Provide enough details to be able to differentiate the locations and if they are publically available or used only by staff.
3. If a date has not yet been set, provide the deadline when a date will be set.
4. Describe the method of alternative access, if required. For example, if it is a copier that can be accessed by the public can an employee make copies if needed? Or, if an employee cannot use an in-house application, is another employee available to help?

III.   Signature
The Plan must be signed and dated by the MIS Director or equivalent. Please print the individual's title.

Submit the Plan on or before November 15, 2002 to:
Bill Pierce (bpierce@itoc.state.in.us)
Information Technology Oversight Commission
Indiana Government Center North
Room N-551

Optional Internal Agency Plan

You are preparing this Plan because you could not make your Web site or other public technology, 508 compliant by August 15, 2003. Therefore, an Internal Plan to guide and monitor your effort may be helpful.

NOTE: You do not need to submit your internal plan to ITOC.

Consider the following points in your Internal Plan:
   1. Possible changes to your access rights policy,
Consider who has rights to your site. Are you confident that they will create 508 compliant pages? On what do you base your belief? Are changes needed?

   2. Possible changes to your page approval process,
Will your current process ensure that pages added to or updated on your site will be compliant?

   3. Staff and work assignments,
Is the appropriate staff working on 508 issues? Will you need to adjust the amount of time they work on Web-related activities?

   4. Removal and prevention of "stale" or obsolete pages,
Do you know how many of these pages exist on your site? How will you find them? How will you avoid spending time making them 508-compliant? Will you want to remove them? How will you avoid having such pages in the future?

   5. Staff technical training,
Which staff will need technical training on 508-compliant coding solutions? Who will provide it? How will it be offered? Will staff be required to show 508 competence to obtain or retain access rights?

   6. Selection and acquisition of software tools,
Will you want to purchase tools that speed the repair of your Web site? Will you want to purchase "screen reader" software that allows you to test your pages for compliance before posting them? Can your budget handle the cost of the software that may range from about $400 to over $2000? Who will use these software tools?

   7. How will you monitor progress towards meeting your milestones?
Who will monitor your progress? Is meeting the milestones part of a staff's Position Description & Performance Standards?

   8. How will you ensure long-term 508 compliance?
Who will monitor your site for compliance? How will they do it? On what type of schedule? How will they deal with any non-compliant pages that are found?